



**BOTETOURT COUNTY SHERIFF'S OFFICE**  
COOK JOB DESCRIPTION

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**COOK**

Botetourt County Sheriff's Office – Fincastle, VA

**Cook with the Botetourt/Craig Counties Regional Jail**

**Minimum Qualifications:**

- Must be 18 years of age or older.
- High School graduate or equivalent
- No criminal record.
- Valid Virginia driver's license with good driving record.
- Good credit history.
- Citizen of the United States or have valid proof that citizenship is being sought.

**GENERAL STATEMENT OF DUTIES:**

Coordinates preparation of all daily meals for the Botetourt/Craig Regional Jail inmates. Performs major cooking tasks, supervises inmate workers, and maintains records. Orders food and kitchen supplies. Performs related duties as required.

**SUPERVISION RECEIVED:**

Works under the supervision of the jail captain. First line supervision is provided by supervising sergeants.

**SUPERVISION EXERCISED:**

Oversees the work of inmate workers assigned to the kitchen. Supervision of other employees is not a function of this classification.

**DUTIES AND RESPONSIBILITIES INCLUDE BUT MAY NOT BE LIMITED TO THE FOLLOWING:**

1. Prepares morning, noon, and evening meals to be fed to inmates.
2. Maintains the kitchen in a neat and clean manner in accordance with department policy and applicable county, state, and federal health standards.
3. Shares seven-day week coverage with other cooks. At times varied days or hours may be necessary.
4. Reports directly to a corrections captain.
5. Plans menus for jail inmate meals, taking into account food quantities, recipes, preparation times, serving instructions, nutrition, and visual appeal.
6. Abides by jail security requirements and practices.
7. Prepares meals to meet special dietary menus as directed by medical staff, generally by adding or eliminating ingredients from regular meals.
8. Keeps appropriate records as established by department procedures.
9. Maintains a training program for inmate workers assigned to kitchen duties.

**DESIRABLE QUALIFICATIONS KNOWLEDGE, SKILL AND ABILITY: *Knowledge of the principles and practices of preparing hot and cold meals for a large group (50-150 inmates). Ability to work with others and follow directions. The ability to prepare quality food is essential. Knowledge of food nutritional values and dietary requirements.***

Starting salary \$37,750 annually

Benefits:

- Health, dental, and vision insurance at minimal cost to employees. Dependent or family coverage is available at additional cost to the employee.
- Retirement plan under VRS (Currently employee pays no more than 5% towards VRS if not employed prior to 7/1/2010.)
- 457 deferred compensation plans with some county match
- Life insurance
- Workers Compensation
- Holiday Pay
- Leave and sick time accrual.
- Uniforms provided.

Please submit a completed Virginia State application, available at:

[https://www.botetourtsheriffva.com/\\_files/ugd/7af8d\\_cf5e53e41b37483082bf52f2ed610e12.pdf](https://www.botetourtsheriffva.com/_files/ugd/7af8d_cf5e53e41b37483082bf52f2ed610e12.pdf)

Submit application to:

Botetourt County Sheriff's Office  
P.O. Box 18  
Fincastle, VA 24090

Applications will be accepted until the position is filled.